

STATINTL

Approved For Release 2003/08/13 : CIA-RDP84B00890R000400020076-1

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DD/A Registry  
81-0515

Executive Registry  
81-3674

9 March 1981

DD/A REGISTRY

MEMORANDUM FOR: Deputy to DCI for Resource Management  
Deputy Director for Science and Technology  
Deputy Director for Operations  
Deputy Director for National Foreign Assessment  
Deputy Director for Administration

FILE: O&M

SUBJECT : Director, DCI/DDCI Executive Staff

The DCI has created the above position to coordinate administrative and substantive support for the two of us. We intend especially that the person in this position coordinate preparations for our participation in NSC and other such meetings, help us on substantive matters, and improve communication to you on meetings and other activities in which we are involved. This new position also should make it easier for you to obtain clarification of tasking and decisions.

The overall responsibilities of the position include:

- Supervision of the DCI/DDCI office staff, DCI Administrative Office, and the Executive Committee Staff
- Coordinating preparation of briefing materials for NSC, SIG, and other such meetings
- Providing staff support for our efforts to improve analysis.

All of you except Max have worked with Bob Gates before, and I know you welcome the experience and judgment he will bring to this position. I hope you will give him your full cooperation.



B. R. Inman  
Admiral, U.S. Navy  
Acting Director

cc: General Counsel  
Legislative Counsel  
Comptroller  
Inspector General  
Director, Personnel Policy, Planning & Management  
Director of Public Affairs  
Director, EEO  
Administrative Officer

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Position: Director, DCI/DDCI Executive Staff

Mission: This position is being established to ensure high quality, timely administrative and substantive support to the DCI and DDCI, and to promote effective communication between the DCI/DDCI and all elements of the intelligence community.

Functions: The specific responsibilities of the Director of the Executive Staff encompass three categories:

1. Administrative:

- Supervise staff in immediate offices of the DCI and DDCI.
- Supervise Administrative office of O/DCI; provide guidance and direction, as appropriate, to Chief of unit.
- Subject to guidance of DCI and DDCI, provide administrative and staff support to CIA Executive Committee; supervise Executive Committee Staff.

2. NSC and Interdepartmental Support:

- Coordinate preparation of briefing papers for DCI and DDCI for NSC, SIG and, as appropriate, Cabinet meetings.
- Coordinate preparation of briefing papers and relevant background materials for DCI and DDCI meetings with the Secretaries of State and Defense and the Assistant to the President for National Security Affairs.
- Maintain regular contact with senior staff of Secretaries of State and Defense and Assistant to the President to help ensure DCI and DDCI aware of departmental matters of relevance and issues that may be raised.
- Debrief DCI and DDCI on results of NSC, SIG and other meetings, and forward relevant background information, and tasking and requirements to appropriate senior officers of CIA and where appropriate to intelligence community principals for action.

- Ensure DCI and DDCI kept equally up to date on NSC and other key meetings, provide duplicate briefing books, and ensure both aware of outcome and subsequent actions.

3. Substantive Support:

- Provide background information to DCI and DDCI on analytical process and organization.
- Participate in DCI and DDCI meetings on substantive matters to ensure outcome reflected in tasking and materials prepared as a result by DDO and NFAC.
- Provide background information and recommendations to DCI and DDCI on estimative process and interagency analysis and coordination.
- Undertake substantive and analytical tasks as assigned by the DCI or DDCI.